CURRICULUM ADVISORY BOARD
September 14, 2012
1:30 pm
CHEC 135
Approved Meeting Minutes

Voting Members Present:
Tom Ottinger – Chair, Christian Aars, Ellen Bell, Robert Benavides, Julie Boganwright, Pete Brierley, Kristi Clark-Miller, Christine DeLaTorre, Shawna Masters, Frank Mayhew, Kelly Putnam, Dale Walker, Judi Wohead

Voting Members Absent:

Non-Voting Members Present:
Jon Hardesty –Deans' Liaison, Maria Bridgeman – Student Development Liaison, Kathleen Fenton, Karen Murph, Vickie Stone

Non-Voting Member Absent:

Others Present:
Dani Day, Renée Long

Meeting Minutes

Tom called the meeting to order.

New Curricular Proposals

> **Business and Computer Systems**
> ◆ Business Management – Christine DeLaTorre presented
>   ∗ Course Revision – Spring 2013 – Recommended
>   • BMGT-2347, Critical Thinking and Problem Solving – Removing Prerequisites
> **Health Sciences**
> ◆ Health Information Management – Michelle Millen presented
>   ∗ Program Revision – Spring 2013 – Recommended
>   • AAS – Health Information Management – Changing "Prerequisites" to "First Year", and added information to clairify pre-entrance requirements
>   ∗ Course Revisions – Spring 2013 – Recommended
>   • HITT-1345, Health Care Delivery Systems – Adding "Major Requirement"
>   • HITT-2339, Health Information Organization and Supervision – Adding "Major Requirement"

Deans' Liaison Report
◆ No new business.

Faculty Council Report

- Judi reported that Mike Cohick is the new President of the Faculty Council. There were reminders for certifying rosters and bookkeeping matters. Cary Israel is invited to the next meeting in September, and Colleen Smith is invited in October. All faculty are invited to attend these meetings.
- Judi described the new Core Review process. She discussed the forms and deadlines. There were no questions. Mike has requested Tom to present the process to the Collin Board of Trustees. No date has been scheduled at this time.
- Mike also informed the attendees about some of Collin College's weaknesses, based on the survey by The Chronicle of Higher Education. Collin is currently focusing on better communication as a result of this survey.

Communication Advisory Meeting (CAM) Report

- Tom asked for a faculty member to be a liaison for CAM. The following members will be attending the Fall 2012 CAM meetings:
  - October 11   Frank
  - November 15   Kristi
  - December 13   Tom
- CAB will wait to determine who will attend Spring 2013 CAM meetings, until faculty assignments have been made for the Spring schedule

Discussion Items

- Core Review
  - ∗ Core Review Templates were discussed to change some minor parts of the form: insert Discipline Leads' information (name, phone number, room number, etc.), add column headings to clarify needed information, and remove the attachment instructions. Other items discussed were the appropriate / approved language for the SLOs, and requesting a revised syllabus with each Core Course submission.
  - ∗ Component Area Option – A proposal to vote on how the six credit hours required to meet this requirement will be determined. Collin will assign three credit hours to the Communication Component Area to allow for a speech course; move two credit hours to Life and Physical Sciences to continue Collin's four-credit-hour courses. This leaves Collin with one credit hour in the Component Area Option that is not assigned. Discussion about this final hour will be postponed until January 2013. The CAB voted and recommended approval of these criteria for the Component Area Option.
  - ∗ Communication of Information – A meeting with Discipline Leads will take place September 19, 2012 from 4-5:00 pm at CHEC, to provide information and answer questions about the Core Review Process.
- Core Review Process
  - * The process for the Core Review Courses was discussed. Review Team members can access the course submissions at I:\Curriculum\CAB Members\2012-13\Core Review Submission. See the attached Guidelines for a full description of the Core Review process; these Guidelines are also posted on the Curriculum Intranet site.

- ♦ State-mandated SLOs – Recommended / Proposed Updates
  - * Time-line for this is "blurry" according to Kathleen. The THECB will hold an October meeting. The updates could be ready as early as November; hopefully before Thanksgiving. The Curriculum Office will notify CAB when these updates are available.
  - * Chairs should be reviewing the proposed outcomes, and be sure to submit concerns to the THECB by September 17.
  - * The new SLOs will be effective fall 2013.

Core Review Course

- ♦ SOCI-1301 was the first course to be reviewed by CAB. Christian went through his process of how he had done the review. Since it was difficult getting all members of his team together for review, this was done via emails. For SOCI1301, there was one question on an SLO but he had communicated with the Discipline Lead about this issue. Christian recommends SOCI1301 as a core course because it meets the THECB requirements. Christian proposed that if there is at least one SLO that meets requirements under each required Component Objective, then the course will be recommended. In an instance where additional SLOs might not be fully aligned with the Core Objective, the SLO determined not to meet THECB core requirements can be deleted or revised to meet requirements in consultation with the proposing Discipline Lead.
- ♦ Dani questioned how the current documentation proves that teaching each of the required Core Objectives actually occurs. Christian answered that the learning activities' documents support, infer or otherwise describe the instruction that imparts the required Core Objective, such as Critical Thinking.
- ♦ DRAM-1310 was presented by Kristi. Six SLOs were included in this review. Kristi comprised a checklist to make sure that the SLOs were aligned. All seemed to like that idea, and the checklist is being added to the I:drive for all Core Review Teams to use. Tom wanted a motion to approve DRAM-1310; however, Shawna did not feel comfortable voting for approval when she has not had adequate time to review. After discussion, the following actions were taken to address member concerns:
  - * To allow CAB members an opportunity to review information, prior to recommending the course for the 2014 Collin Core, a "Recommended" folder will be added to the I:drive, with the CAB dates listed inside. If the CAB has no concerns with the presentation, the course will be moved to this folder, and the next CAB meeting date, to allow time for review.
  - * There was a concern about wording, especially verbs, used in some SLOs. Kathleen has a list of action verbs suggested by the THECB for learning outcomes and will have this posted on the Curriculum Intranet site.

CAB Business

- ♦ November 9 CAB meeting location has been changed to CHEC 139.

Meeting was adjourned at 4:13 pm.

2012-2013 Core Review by the Curriculum Advisory Board (CAB)

CAB has been tasked with reviewing every course in the core to determine its alignment with the THECB's Core Objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility and Social Responsibility. To submit your courses to CAB for review, please use the following guidelines.

Guidelines for Discipline Leads

- Discipline Leads will be responsible for submitting the completed Core Curriculum Review form and any required supporting documentation to CAB. Discipline Leads will not be required to attend the CAB meeting where their courses are reviewed.

- Choose the form for the Foundational Component Area to which the course being reviewed applies:

  - American History
  - Communication
  - Creative Arts
  - Government / Political Science
  - Language, Philosophy & Culture
  - Life and Physical Sciences
  - Mathematics
  - Social and Behavioral Sciences
  - Component Area Option

- Submit course information for a *model/generic* course. It need not be inclusive of all possible learning activities and assessment methods. Provide *representative* samples of learning activities and assessment methods for the course being reviewed.

- Start with the core objective and then determine which course SLOs apply to that objective. Not all course SLOs have to be recorded on the form, but there must be at least one SLO for each of the required core objectives.

- If any core objective is not matched by an existing SLO, create or revise at least one SLO to demonstrate compliance with that core objective.

- For each SLO, indicate whether it is Existing, Revised or New by marking the option in the left-most column of the form. Also indicate if the SLO is state-mandated.

- Provide at least one sample learning activity and one sample assessment activity to support each SLO. If the same learning activity and/or assessment activity applies to more than one SLO, reference the previously entered information rather than repeating it. However, if a brief explanation or description will suffice, you may enter this on the form.

- Each required Core Objective shows three rows for SLOs, learning activities and assessments. The form will automatically ask for the addition of a row when you reach the last field, bottom right. Any number of SLOs may be applied. It is possible that some SLOs will apply to more than one Core Objective. Please reference the previously entered information rather than repeating it.

- At the bottom of the form is a section for Optional Core Objectives. Only use this area if you want to address additional, non-required Core Objectives.

- File naming convention: Name your completed Core Curriculum Review Form by course rubric/number like so: **SOCI1301_CR** ("CR" indicates Core Review). For *learning activity* document attachments, use: **SOCI1301_LA_A** (B, C, D, etc.). For *assessment* document attachments, use: **SOCI1301_AS_A** (B, C, D, etc.).

- After you have completed the Core Curriculum Review templates, please update the generic course syllabus, including any changes made to the course SLOs. Indicate by adding the 2-letter code (listed below) in parenthesis to any SLOs assigned responsibility for teaching the core objective. Submit the updated syllabus with your Core Curriculum Review Form using the file naming convention: **SOCI1301_Syllabus**.

  - CM - Communication Skills
  - CT - Critical Thinking
  - EQ - Empirical/Quantitative Skills
  - TW - Teamwork
  - PR - Personal Responsibility
  - SR - Social Responsibility

Submit completed forms and any required documentation electronically to Kathleen Fenton (kfenton@collin.edu). Submissions will be posted in a separate course file in the CAB Members folder at I:\Curriculum for access by Core Curriculum Review Teams.

Process for CAB

A. The Institutional Effectiveness Associate Dean will place the documents, received from the Discipline Leads, into the appropriate "Core Courses" folder at I:\Curriculum\CAB Members\2012-13\Core Review Submission\Core Courses.

B. The Institutional Effectiveness Associate Dean will move the Core Course folder to "Incoming Courses" within the "Ready for Team Review" folder, indicate its status on the Core Review Management Spreadsheet, and notify the CAB Chair of this action.

C. The CAB Chair will place the Core Course folder into the appropriate Core Sub-Committee Team Leader's folder, indicate its status on the Core Review Management Spreadsheet, and notify them of this placement.

D. The Sub-Committee Team Leader will notify the team their action is required.
   I. The Leader will determine how to assign the courses (which course(s) each member should be reviewing) and what deadline to put in place.
   II. During the review process:
      a. Verify each required Component Core Objective is supported by at least one measurable Student Learning Outcome (SLO).
      b. Verify each SLO is supported by at least one Learning Activity and at least one Assessment.
      c. Summarize the Team recommendation on the Core Review Checklist. Indicate if the course needs to be brought into Collin's inventory.
   III. If the Team determines the form and/or supporting documentation does not meet the THECB Core requirements, a designated member of the Team will work with the Discipline Lead until requirements are met.

      a.   In the event the Discipline Lead does not agree with the recommended changes, the course will be sent to the CAB Chair.
          1. The CAB Chair will work with the Associate Vice President - Teaching and Learning to determine how to proceed.

E.   Once the Core Sub-Committee Team has met and agrees the course is ready to be reviewed by CAB, the Team Leader will move the Core Course folder from the Team Leader's folder to "Under Review" and the next CAB Meeting folder, and will indicate its status on the Core Review Management Spreadsheet.

    I.   The CAB Chair will notify the CAB Coordinator of this placement. If the course is not in the inventory and will be recommended, a Program/Course Form (PCF) will be completed by the appropriate Curriculum Coordinator.

    II. The CAB Coordinator will notify CAB members of the placement when sending out the next CAB Agenda. If placement takes place after this initial e-mail, the CAB Coordinator will notify CAB as placement occurs.

F.   The next CAB meeting, the Core Sub-Committee Team will present any courses it has reviewed.

    I.   If CAB determines that courses are admissible to the Core, the appropriate Curriculum Coordinator will move the Core Course folder from the current CAB meeting date folder to the "Recommended" folder and the next CAB meeting date, and will indicate its status on the Core Review Management Spreadsheet. This will allow all CAB members an opportunity to review the course before making a final recommendation at the next CAB meeting.

    II. If CAB members have concerns, the appropriate Core Sub-Committee Team member will go back to the Discipline Lead to finalize the request, beginning with "E", above, to allow the course to come back to CAB.

    III. If CAB determines the course does not meet a Foundational Component definition, it will be denied a recommendation and placed in the "Not Recommended" folder for the CAB review period, and the status will be indicated on the Core Review Management Spreadsheet.

G.   CAB members will have an opportunity to review the recommended materials until the next CAB meeting. Once CAB recommends the Core Course to be eligible for the 2014 Core Curriculum, the appropriate Curriculum Coordinator will move the Core Course folder from the "Recommended" folder (and appropriate CAB meeting date) to the "Review Completed" folder, and the status will be indicated on the Core Review Management Spreadsheet.

H.   CAB's recommendations will be forwarded to the Associate Vice President - Teaching and Learning for academic leadership approval and submission to the Collin Board of Trustees.

I.   If academic leadership does not approve any of the recommendations, the Associate Vice President - Teaching and Learning will notify the CAB Chair, the Discipline Lead, and the Curriculum Office Staff.

J.   After academic leadership approval, a letter to the THECB will be prepared for submission to the Collin Board of Trustees and subsequently to the THECB.

K.   Upon THECB approval: Banner Core Management Spreadsheet, Banner, Website, Syllabus Depot, and Catalog will be updated, effective Fall 2014, unless otherwise indicated.